

TO: All Jurisdictions Participating in the ED Allocation

DATE: May 21, 2002

SUBJECT: ED ALLOCATION - File Management / Income Verification

CORRECTION

Purpose of this memo:

There was an error in the Management Memo 02-9 on the location of the Woodland, File Management / Income Verification training location. The correct location for this training is:

**Yolo County
Planning/Public Works Dept
Conference Room
292 West Beamer Street
Woodland, CA**

The detailed agenda, directions and location information will be posted on our website at <http://www.hcd.ca.gov/ca/cdbg/>.

Schedule of Economic Development File Management/Income Verification Orientations

Date		Location
Monday, June 10 th	Brawley	Community Learning Center 206 D Street
Tuesday, June 18 th	Woodland	Yolo County Planning and Public Works Dept. 292 West Beamer Street
Thursday, June 20 th	Eureka	County of Humboldt, Courthouse Board of Supervisors Chambers 825 5th Street
Tuesday, June 25 th	Hanford	City of Hanford Training Room 317 North Douty Street
Thursday, June 27 th	Mc Cloud	Raymond's Italian Ristorante 424 Main Street

For further information:

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.

**2002 FILE MANAGEMENT
INCOME VERIFICATION
WORKSHOPS**

Brawley

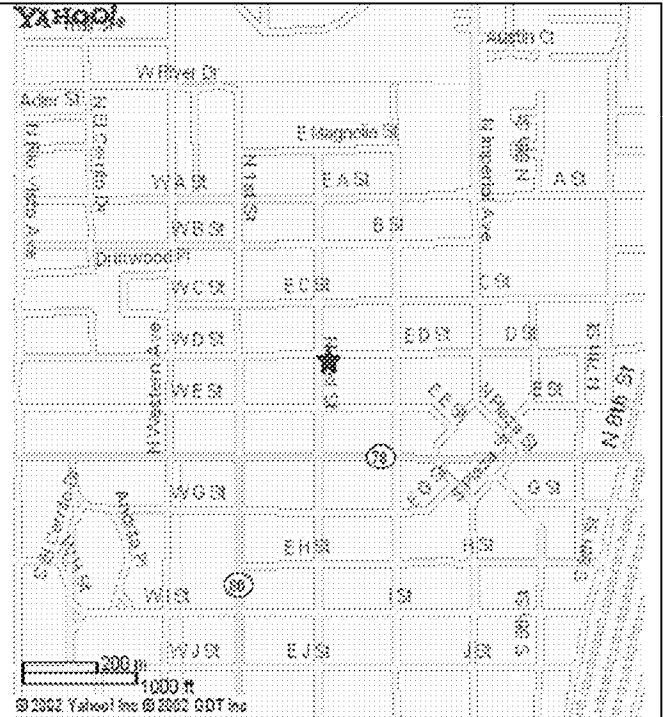
Monday, June 10, 2002

**Community Learning Center
206 D Street
Brawley, CA**

Contact: Gayle Pitt (916) 263-0471
Economic Development Representative
CDBG Program

Parking: Free parking available near building.

Facility Phone Number: (760) 351-5058



Woodland

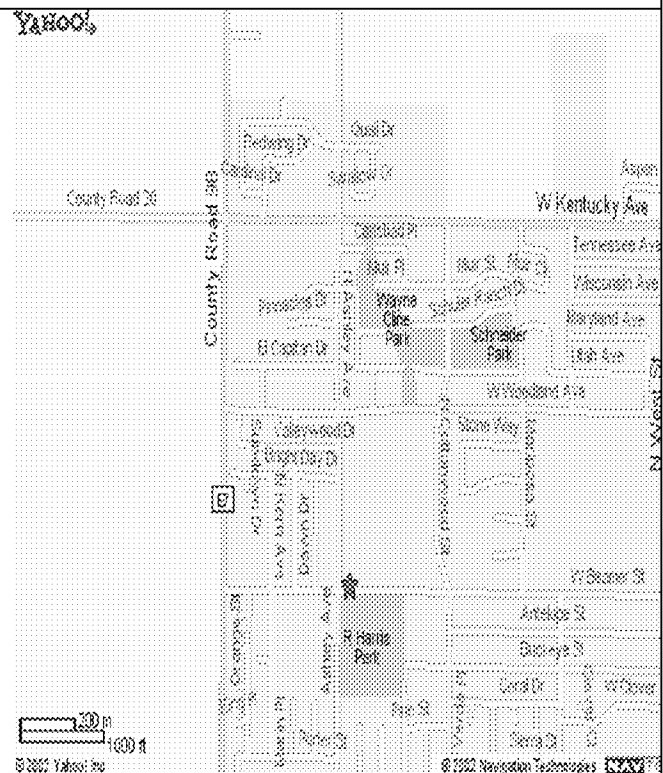
Tuesday, June 18, 2002

**Yolo County
Planning/Public Works Dept Conference Room
292 West Beamer
Woodland, CA 95695**

Contact: Janet Myles (916) 263-0463
Economic Development Representative
CDBG Program

Parking: Free Street parking near building

Facility Phone Number: (530) 666-8775



Eureka

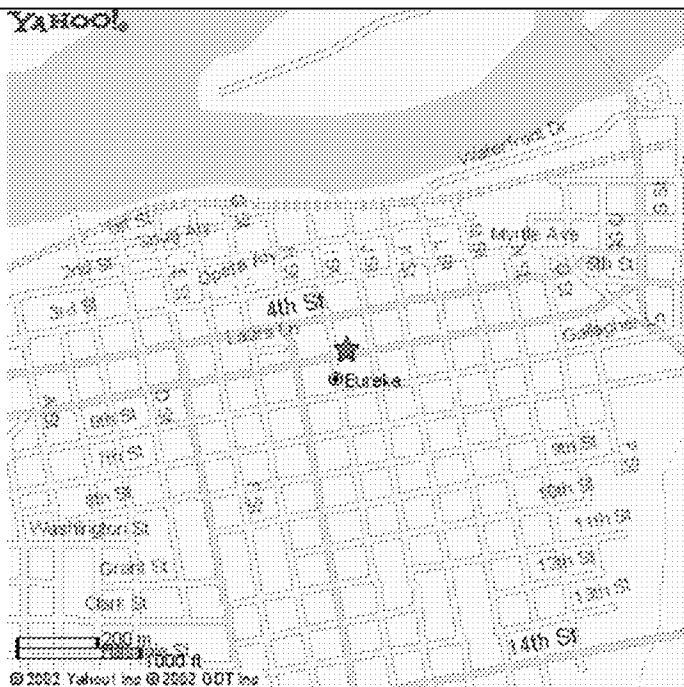
Thursday, June 20, 2002

**County of Humboldt, Courthouse
Board of Supervisors Chambers
825 5th Street
Eureka, CA**

Contact: **Gayle Pitt (916) 263-0471**
Economic Development Representative
CDBG Program

Parking: 10 hour parking lots are located at 3rd and G Streets, and 5th and H St. On street parking is available but is limited to 2 hours.

Facility Phone Number: (707) 445-7745



Hanford

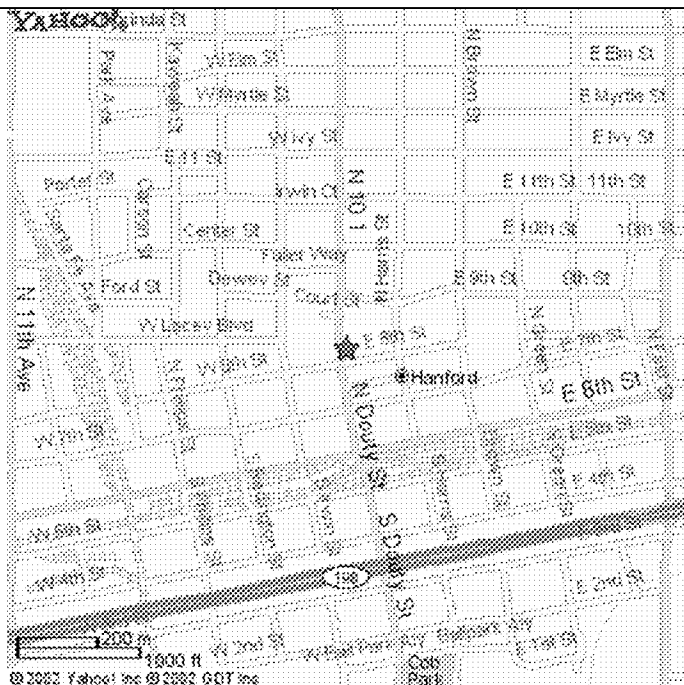
Tuesday, June 25, 2002

**City of Hanford Training Room
317 North Douty Street
Hanford, CA**

Contact: **Janet Myles (916) 263-0463**
*Economic
Development
Representative*
CDBG Program

Parking: Free street parking at 9th Ave and behind the library at 9th Ave and Douty St.

Facility Phone Number: (559) 585-2580



McCloud

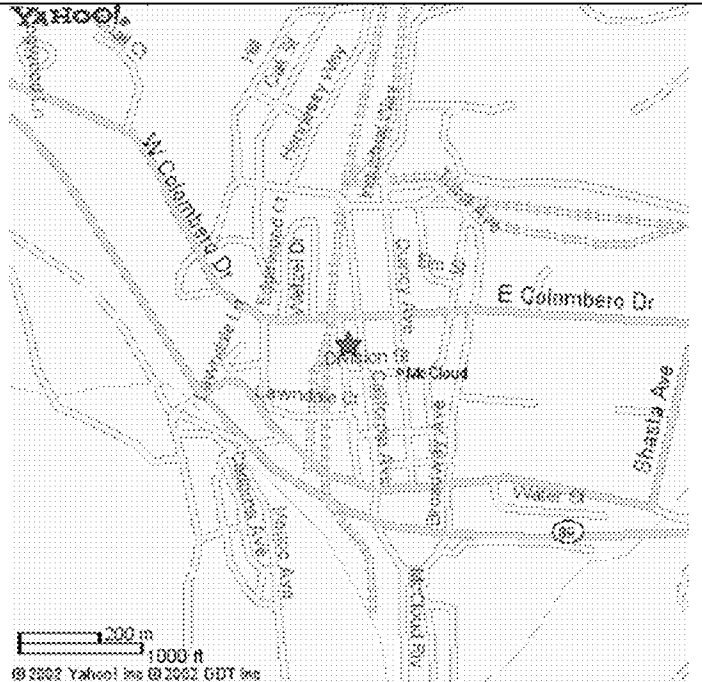
Thursday, June 27th, 2002

Raymond's Italian Ristorante
424 Main Street
McCloud, CA

Contact: **Janet Myles (916) 263-0463**
Economic Development
Representative
CDBG Program

Parking: Free parking near building

Facility Phone: (530) 964-2099



2002 File Management & Income Verification Workshop

AGENDA

8:30-9:00 a.m.

Registration

9:00 - 9:15 a.m.

Introductions

9:15 a.m. – 11:00 a.m.

Establishing a File Management System

Benefits and Obligations

Model Filing System Format

11:00 – 11:20 a.m.

BREAK

11:20 a.m. – 1:00 p.m.

Model Filing System Format; cont.

1:00 - 2:00 p.m.

LUNCH

2:00 - 2:15 p.m.

TIG Eligibility Criteria

- National Objectives
- TIG Benefiting Activities

2:15 – 2:45 p.m.

TIG Documentation

- Getting Started
- Activity Documentation

2:45 – 3:30 p.m.

TIG Verification

- Methods of TIG Verification

3:30 - 4:00 p.m.

Summary/Questions